
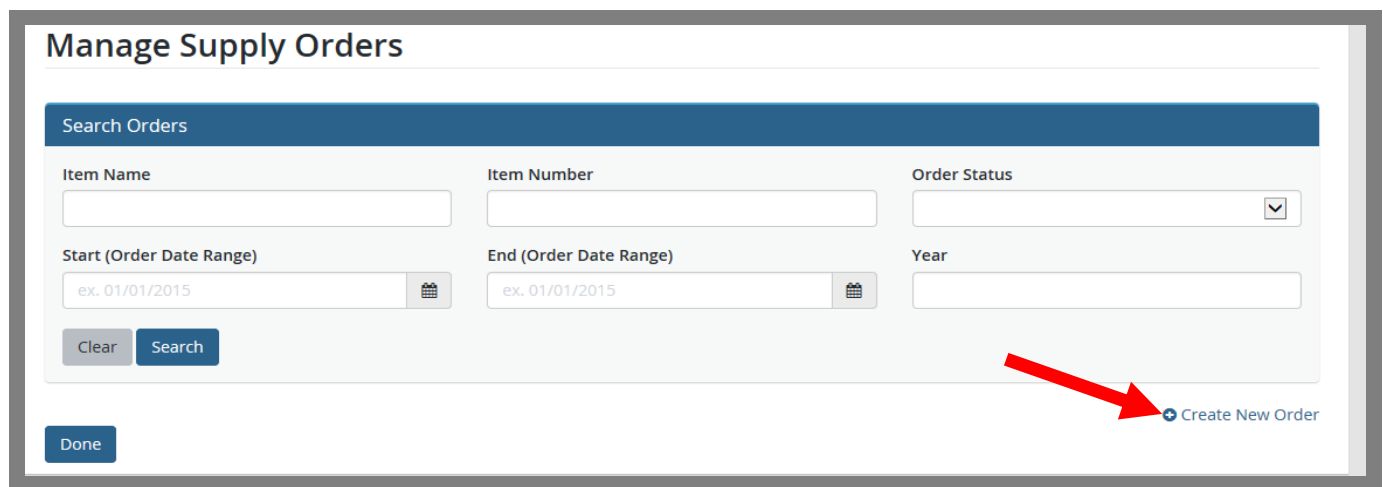



Manage Supplies - Order Regulations

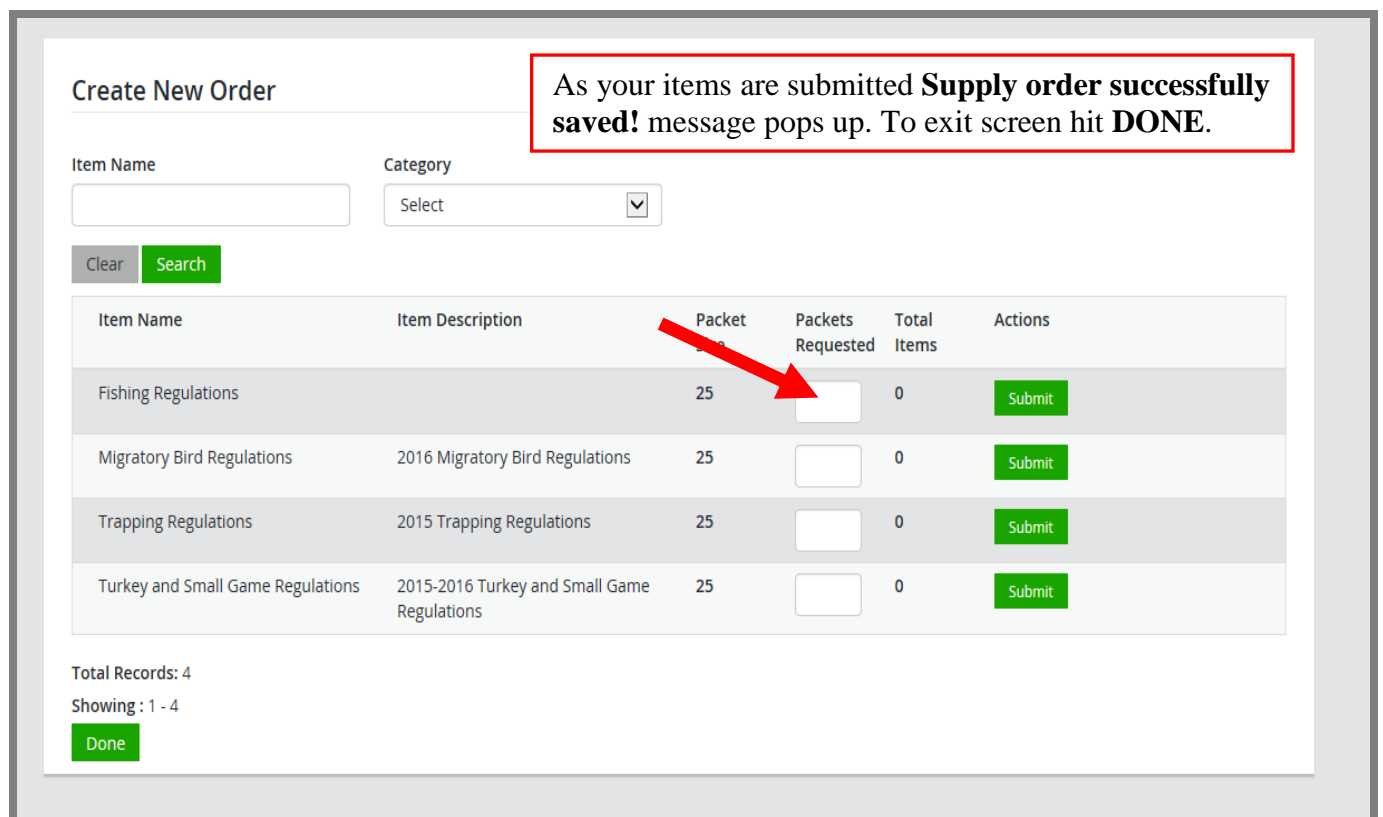
Hunting, fishing and recreational vehicle regulations are ordered from your Go Wild terminal at no cost to the agent. Regulations are shipped via UPS to your location, within 1-2 business days. Please note agents are to obtain paper and toner from their own source. Check with store management for your ordering procedures.





Once you are successfully logged in, touch the **Agent Corner** link in the header at the top of the page, then the **Manage Supplies** button.

If sure no orders were placed for the item: In the bottom right corner hit  **Create New Order**




Enter the number of packets desired based on the packet size shown. Hit  for each item.



Item Name	Item Description	Packet Size	Packets Requested	Total Items	Actions
Fishing Regulations		25	<input type="text"/>	0	
Migratory Bird Regulations	2016 Migratory Bird Regulations	25	<input type="text"/>	0	
Trapping Regulations	2015 Trapping Regulations	25	<input type="text"/>	0	
Turkey and Small Game Regulations	2015-2016 Turkey and Small Game Regulations	25	<input type="text"/>	0	

Search for Orders

Orders cannot be deleted by agents so check for recently placed orders by entering **Start** and **End** dates for the period you want to view and hit **Search**. To continue with an order hit  **Create New Order** just above and to the right of the order history.

Manage Supply Orders

Search Orders

Item Name

Item Number

Order Status


Start (Order Date Range)


End (Order Date Range)





Year

Clear

Search




 Create New Order

Order Date	Item Name	Packets Requested	Transaction Number	Shipped Date	Order Status	Actions
1/21/2016	Migratory Bird Regulations	1	40019			
1/21/2016	Trapping Regulations	1	40020			
1/21/2016	Fishing Regulations	4	40018			
1/21/2016	Turkey and Small Game Regulations	2	40021			

Total Records: 4
Showing : 1 - 4

Done

Edit Orders

Hit the  **View** icon in the **Actions** column to View your order. Select **Edit** to change the number of packets requested on any **NEW** order. Keep in mind you must contact the DNR at 1-888-936-7463 to delete any item since orders can only be edited down to one packet by an agent. Orders that have already been processed or shipped cannot be modified.

View Supply Order

Order Date	Transaction Number	Packet Size		
1/22/2016	40023	25		
Item Name	Item Number	Year		
Migratory Bird Regulations	4	2016		
Order Status	Shipped Date	Packets Requested	Packets Shipped	
New		2 (Total Items: 50)	0 (Total Items: 0)	
<div>EditDone</div>				